



## **ONLINE APPLICATION SUBMISSION PROCEDURE**

### SENDING E-INTIMATION FOR OBTAINING OCCUPANCY CERTIFICATE (OC) (POST E-INTIMATION OF CoC)

1. Applicant sign-in (login) to RajSSO (<https://sso.rajasthan.gov.in>) portal using his/ her SSOID as shown in figure below.

2. After successful sign-in (login), applicant selects “BUILDING PLAN APPROVAL (LSG)” or “BUILDING PLAN APPROVAL (UDH)” from the available list of applications as shown in figure below.



## UDH/ LSG DEPARTMENT eSERVICES

3. Applicant will see the following interface i.e. DASHBOARD where all the applications submitted by him/ her would be listed along with their present status.

Building Plan Approval System (UDH)  
Government of Rajasthan

Help Back to SSO Sign Out TEST4

DASHBOARD (APPLICANT)

STATUS ☐ APPROVED ☐ REJECT ☐ PENDING (Applicant) ☒ PENDING (Dept.)

NEW APPLICATION FEEDBACK

There are no items that can be shown in this section.

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4. Applicant clicks on “APPROVED” status button as highlighted in the figure below to view the application(s) whose e-Intimation for CoC was sent by him/ her earlier to UDH/ LSG and was duly approved by UDH/ LSG.

Building Plan Approval System (UDH)  
Government of Rajasthan

Help Back to SSO Sign Out TEST3

DASHBOARD (APPLICANT)

STATUS ☒ APPROVED ☐ REJECT ☐ PENDING (Applicant) ☐ PENDING (Dept.)

NEW APPLICATION FEEDBACK

Please Search here... Q X

Show 10 entries

S.No.	Applicant ID आवेदक आईडी	Submission Date आवेदन दिनांक	Applicant Name आवेदक का नाम	Application Type आवेदन का प्रकार	Status स्थिति	Action
1	ALW/2019-20/BPAS/2 (UIT ALWAR)	21/10/2019	RAVI TIWARI,DVDVDFV	BUILDING PLAN APPROVAL	CERTIFICATE ISSUED	
2	ALW/2019-20/BPAS/5 (UIT ALWAR)	16/12/2019	VIJAY KUMAR AGARWAL	BUILDING PLAN APPROVAL	CERTIFICATE ISSUED	
3	ALW/2019-20/BPAS/1 (UIT ALWAR)	21/10/2019	TEST RAMESH	e-INTIMATION FOR COMPLETION CERTIFICATE	CERTIFICATE ISSUED	

Showing - 1 to 3 of 3 rows

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5. Applicant clicks on the VIEW button (eye symbol) as highlighted in the figure below to view the application.

Building Plan Approval System (UDH)  
Government of Rajasthan

Help Back to SSO Sign Out TEST3

DASHBOARD (APPLICANT)

NEW APPLICATION FEEDBACK

STATUS ☒ APPROVED ☐ REJECT ☐ PENDING (Applicant) ☐ PENDING (Dept.)

Please Search here... Q X

Show 10 entries

S.No.	Applicant ID आवेदक आईडी	Submission Date आवेदन दिनांक	Applicant Name आवेदक का नाम	Application Type आवेदन का प्रकार	Status स्थिति	Action
1	ALW/2019-20/BPAS/2 (UIT ALWAR)	21/10/2019	RAVI TIWARI,DVDVDFV	BUILDING PLAN APPROVAL	CERTIFICATE ISSUED	
2	ALW/2019-20/BPAS/5 (UIT ALWAR)	16/12/2019	VIJAY KUMAR AGARWAL	BUILDING PLAN APPROVAL	CERTIFICATE ISSUED	
3	ALW/2019-20/BPAS/1 (UIT ALWAR)	21/10/2019	TEST RAMESH	e-INTIMATION FOR COMPLETION CERTIFICATE	CERTIFICATE ISSUED	

Showing - 1 to 3 of 3 rows

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6. Applicant scrolls down to the end of the application form and will see a section for sending “e-Intimation for Occupancy Certificate” as highlighted in the figure below. Applicant provides the required details in support of his e-Intimation for OC and then clicks on the “SEND E-INTIMATION (OCCUPANCY)” button as highlighted in the figure below to send the e-Intimation.

Building Plan Approval System (UDH)  
Government of Rajasthan

Help Back to SSO Sign Out TEST3

APPLICATION FOR BUILDING PLAN APPROVAL/ भवन योजना स्वीकृति के लिए आवेदन

Amount (₹) \*

3700.00

A15	Uploaded Building drawing after completion *	
A16	Uploaded Fire NOC *	
A17	Uploaded Environment NOC *	
A18	Scrutiny Report	
A19	Building Plan/ Map Report	
A20	Inspection Report	
A21	BPAC Meeting Report	
A22	Completion Certificate	

e-Intimation for Occupancy Certificate

Is Light connection supply is completed \*  
☐ Yes ☐ No

Is Water Connection and Supply is completed \*  
☐ Yes ☐ No

Is Sever and Drainage System is completed \*  
☐ Yes ☐ No

Is Lift Supply is completed \*  
☐ Yes ☐ No

Is Building is fit for occupancy \*  
☐ Yes ☐ No

Is All Basic services completed \*  
☐ Yes ☐ No

Send e-Intimation (Occupancy) Close

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7. Applicant is presented with a confirmation window as highlighted in the figure below wherein he/ she is prompted to confirm the request submission. Applicant clicks on the YES button as highlighted in the figure below to send the e-Intimation.

Building Plan Approval System (UDH)  
Government of Rajasthan

APPLICATION FOR BUILDING PLAN APPROVAL/ भवन योजना स्वीकृति के लिए आवेदन

Amount (₹) \*

3700.00

A15	Uploaded Building drawing after completion *	View
A16	Uploaded Fire NOC *	View
A17	Uploaded Environment NOC *	View
A18	Scrutiny Report	View
A19	Building Plan/ Map Report	View
A20	Inspection Report	View
A21	BPAC Meeting Report	View
A22	Completion Certificate	View

Alert

Are you sure? You want to submit.

Yes No

e-Intimation for Occupancy Certificate

Is Light connection supply is completed \*

☒ Yes ☐ No

Is Water Connection and Supply is completed \*

☒ Yes ☐ No

Is Sewer and Drainage System is completed \*

☒ Yes ☐ No

Is Lift Supply is completed \*

☒ Yes ☐ No

Is Building is fit for occupancy \*

☒ Yes ☐ No

Is All Basic services completed \*

☒ Yes ☐ No

Send e-Intimation (Occupancy) Close

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8. Applicant is immediately acknowledged the receipt of his/ her “e-Intimation for OC” as highlighted in the figure below. Also, an Email/ SMS acknowledgement is sent to the applicant by system.
- Note: - System also notifies the applicant about site inspection by respective department officer.

Building Plan Approval System (UDH)  
Government of Rajasthan

APPLICATION FOR BUILDING PLAN APPROVAL/ भवन योजना स्वीकृति के लिए आवेदन

1. Applicant/ Firm Details/ आवेदक का विवरण

Audit Trail

Application ID/ आवेदक आईडी	ALW/2019-20/BPAS/1	Application Date/Time / आवेदन तिथि/समय	21/10/2019
Current Status/ वर्तमान स्थिति	CERTIFICATE ISSUED-UDH UIT ALWAR	Applicant Category/ आवेदक श्रेणी	INDIVIDUAL
Name (नाम)	TEST RAMESH	Father's/ Husband Name (नाम)	TEST NAME CHANGED
Mobile No. (मोबाइल)	8285065262	E-Mail Address (ईमेल पता)	3D.GIS@RAJASTHAN.GOV.IN
Address (पता)	TEST ADDRESS		
State (राज्य)	RAJASTHAN	District (जिला)	JAIPUR
City (शहर)	JAIPUR	Ward (वार्ड)	WARD NO- 1
PIN Code (पिन कोड)	302005		

2. Proposal and Site Details (As per Lease Deed)

UIT

Application Type/ आवेदन के प्रकार

Is your proposal under 250 sqm of area, G+1 structure excluding basement, height upto 8 meters?

Property ID/ संपत्ति आईडी

Proposal for Green Building/ प्रस्ताव ग्रीन बिल्डिंग का शिकायत

Category/ श्रेणी

INDEPENDENT HOUSE

Purpose of Land use (As per Lease Deed)/ भूमि उपयोग का प्रयोजन

Tehsil/ तहसील

Kishangarh BAAS

Khasra No./ खसरा नम्बर

NAME CHANGED

Scheme Name/योजना का नाम

SCHEME NAME CHANGED

Application and Scrutiny Fees/ आवेदन शुल्क

Rs.5900

Front road width as per site plan (In meters)/ साइट योजना के मुताबिक फ्रंट सड़क की चौड़ाई (मीटर में)

15

3. Parameter as per site plan (साइट की योजना के अनुसार पैरामीटर)

Present status of land/ भूमि की वर्तमान स्थिति

VACANT

Setback Front (In meters)

8

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9. Application status is now updated as “PENDING WITH <DEPT-OFFICER>” by the system as highlighted in the figure below.

Building Plan Approval System (UDH)  
Government of Rajasthan

Help

Back to SSO

Sign Out

TEST3

DASHBOARD (APPLICANT)

NEW APPLICATION

FEEDBACK

STATUS

☐ APPROVED

☐ REJECT

☐ PENDING (Applicant)

☒ PENDING (Dept.)

Please Search here...

Q

X

Show

10

entries

S.No.	Applicant ID आवेदक आईडी	Submission Date आवेदन दिनांक	Applicant Name आवेदक का नाम	Application Type आवेदन का प्रकार	Status स्थिति	Action
11	ALW/2019-20/BPAS/1 (UIT ALWAR)	21/10/2019	TEST RAMESH	e-INTIMATION FOR OCCUPANCY CERTIFICATE	PENDING WITH BPAC	

Showing - 11 to 11 of 11 rows

First

Previous

1

2

Next

Last

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THANK YOU



## ONLINE APPLICATION DISPOSAL PROCEDURE

### E-INTIMATION FOR OBTAINING OCCUPANCY CERTIFICATE (OC) (POST E-INTIMATION OF CoC)

1. Dept. Officer (preferably Member Secretary (MS-BPAC)/ Zone DC) sign-in (login) to RajSSO (<https://sso.rajasthan.gov.in>) portal using his/ her SSOID as shown in figure below.

2. After successful sign-in (login), MS-BPAC/ Zone DC selects “BUILDING PLAN APPROVAL (LSG)” or “BUILDING PLAN APPROVAL (UDH)” from the available list of applications as shown in figure below.



## UDH/ LSG DEPARTMENT eSERVICES

3. MS-BPAC/ Zone DC will see the following interface i.e. DASHBOARD where all the applications pending for his/ her disposal in this stage would be listed. MS-BPAC/ Zone DC clicks on the VIEW button (eye symbol) as highlighted in the figure below to access the application sent by the applicant as e-Intimation for OC.

Building Plan Approval System (UDH)  
Government of Rajasthan

DASHBOARD UIT ALWAR (BPAC)

STATUS ☐ APPROVED ☐ REJECTED ☐ PENDING (Applicant) ☐ PENDING (Dept.) ☒ PENDING WITH ME

Please Search here...

Show 10 entries

S.No.	Applicant ID आवेदक आईडी	Submission Date आवेदन दिनांक	Applicant Name आवेदक का नाम	Application Type आवेदन का प्रकार	Status स्थिति	Action
1	ALW/2019-20/BPAS/1	21/10/2019	TEST RAMESH	e-INTIMATION OF OCCUPANCY CERTIFICATE	PENDING WITH BPAC (29/10/2020)	

Showing - 1 to 1 of 1 rows

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4. MS-BPAC/ Zone DC thoroughly reviews the details entered by applicant and forwards the e-Intimation request further to JEN+ATP simultaneously by clicking the button “FORWARD (JEN+ATP)” as highlighted in the figure below.

Building Plan Approval System (UDH)  
Government of Rajasthan

APPLICATION FOR BUILDING PLAN APPROVAL/ भवन योजना स्वीकृति के लिए आवेदन

e-Intimation for Completion Certificate

Amount (₹) \*

3700.00

A15	Uploaded Building drawing after completion *	
A16	Uploaded Fire NOC *	
A17	Uploaded Environment NOC *	
A18	Scrutiny Report	
A19	Building Plan/ Map Report	
A20	Inspection Report	

e-Intimation for Occupancy Certificate

Is Light connection supply is completed \*

☒ Yes ☐ No

Is Water Connection and Supply is completed \*

☒ Yes ☐ No

Is Sewer and Drainage System is completed \*

☒ Yes ☐ No

Is Lift Supply is completed \*

☒ Yes ☐ No

Is Building is fit for occupancy \*

☒ Yes ☐ No

Is All Basic services completed \*

☒ Yes ☐ No

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## UDH/ LSG DEPARTMENT eSERVICES

5. Upon clicking the “FORWARD (JEN+ATP)” button, system prompts the MS-BPAC/ Zone DC to select the JEN and ATP as highlighted in the figure below to whom the application for e-Intimation is to be forwarded and then clicks the “SUBMIT” button.

The screenshot shows the 'Building Plan Approval System (UDH)' interface for the Government of Rajasthan. The main form is titled 'APPLICATION FOR BUILDING PLAN APPROVAL/ भवन योजना स्वीकृति के लिए आवेदन'. A modal window titled 'Action Details (JEN + ATP)' is open, prompting the user to select an officer for JEN and ATP, and to enter a remark. The 'Submit' button is highlighted with a red box.

1. Applicant/ Firm Details/ आवेदक का विवरण	
Application ID/ आवेदक आईडी	ALW/2019-20/BPAS/1
Current Status/ वर्तमान स्थिति	PENDING WITH BPAC-UDH UIT ALWAR
Name (नाम)	TEST RAMESH
Mobile No. (मोबाइल)	8285065262
Address (पता)	TEST ADDRESS
State (राज्य)	RAJASTHAN
City (शहर)	JAIPUR
PIN Code (पिन कोड)	302005

2. Proposal and Site Details (As per Lease Deed)	
UIT	NO
Application Type/ आवेदन के प्रकार	RESIDENTIAL
Is your proposal under 250 sqm of area, G+1 structure excluding basement, height upto 8 meters?	NO
Property ID/ संपत्ति आईडी	NO
Proposal for Green Building/ प्रस्ताव ग्रीन बिल्डिंग को शिकायत	NO
Category/ श्रेणी	RESIDENTIAL
District/ जिला	KISHANGARH BAAS
Revenue Village/ राजस्व ग्राम	NAME CHANGED
Plot No./ भूखण्ड संख्या	NAME CHANGED
Area of site as per Lease Deed/ लीज डीड के अनुसार साइट का क्षेत्रफल (Sq. Mts.)	SCHEME NAME CHANGED
Corner Plot (कॉर्नर प्लॉट)	NO

3. Parameter as per site plan (साइट की योजना के अनुसार पैरामीटर)	
Front road width as per site plan (In meters)/ साइट योजना के मुताबिक फ्रंट सड़क की चौड़ाई (मीटर में)	15

6. Upon clicking the SUBMIT button, system presents a confirmation message to MS-BPAC/ Zone DC as highlighted in the figure below and Applicant is also notified of this event through SMS/ Email.

The screenshot shows the 'Building Plan Approval System (UDH)' interface for the Government of Rajasthan. The main form is titled 'APPLICATION FOR BUILDING PLAN APPROVAL/ भवन योजना स्वीकृति के लिए आवेदन'. A modal window titled 'Information/ सूचना' is open, displaying a confirmation message about the e-Intimation for Occupancy Certificate against the building plan proposal no. ALW/2019-20/BPAS/1. The 'Close' button is highlighted with a red box.

1. Applicant/ Firm Details/ आवेदक का विवरण	
Application ID/ आवेदक आईडी	ALW/2019-20/BPAS/1
Current Status/ वर्तमान स्थिति	PENDING WITH BPAC-UDH UIT ALWAR
Name (नाम)	TEST RAMESH
Mobile No. (मोबाइल)	8285065262
Address (पता)	TEST ADDRESS
State (राज्य)	RAJASTHAN
City (शहर)	JAIPUR
PIN Code (पिन कोड)	302005

2. Proposal and Site Details (As per Lease Deed)	
UIT	NO
Application Type/ आवेदन के प्रकार	RESIDENTIAL
Is your proposal under 250 sqm of area, G+1 structure excluding basement, height upto 8 meters?	NO
Property ID/ संपत्ति आईडी	NO
Proposal for Green Building/ प्रस्ताव ग्रीन बिल्डिंग को शिकायत	NO
Category/ श्रेणी	RESIDENTIAL
District/ जिला	KISHANGARH BAAS
Revenue Village/ राजस्व ग्राम	NAME CHANGED
Plot No./ भूखण्ड संख्या	NAME CHANGED
Area of site as per Lease Deed/ लीज डीड के अनुसार साइट का क्षेत्रफल (Sq. Mts.)	SCHEME NAME CHANGED
Corner Plot (कॉर्नर प्लॉट)	NO

3. Parameter as per site plan (साइट की योजना के अनुसार पैरामीटर)	
Front road width as per site plan (In meters)/ साइट योजना के मुताबिक फ्रंट सड़क की चौड़ाई (मीटर में)	15





## UDH/ LSG DEPARTMENT eSERVICES

Application status is now updated as “PENDING WITH JEN+ATP” as highlighted in the figure below.

Building Plan Approval System (UDH)  
Government of Rajasthan

Help Back to SSO Sign Out TEST3

DASHBOARD UIT ALWAR (BPAC)

STATUS ☐ APPROVED ☐ REJECTED ☐ PENDING (Applicant) ☒ PENDING (Dept.) ☐ PENDING WITH ME

Please Search here... Q X Show 10 entries

S.No.	Applicant ID आवेदक आईडी	Submission Date आवेदन दिनांक	Applicant Name आवेदक का नाम	Application Type आवेदन का प्रकार	Status स्थिति	Action
1	ALW/2019-20/BPAS/1	21/10/2019	TEST RAMESH	e-INTIMATION OF OCCUPANCY CERTIFICATE	PENDING WITH JEN (29/10/2020)	
2	ALW/2019-20/BPAS/3	20/11/2019	AA	e-INTIMATION OF PLINTH LEVEL CONSTRUCTION COMPLETION	PENDING WITH SECRETARY (POST-VERIFICATION BY JEN) (22/10/2020)	
3	ALW/2019-20/BPAS/7	03/01/2020	LAXMAN KUMAR GUPTA	BUILDING PLAN APPROVAL	PENDING WITH VERIFYING OFFICER (26/05/2020)	
4	ALW/2020-21/BPAS/8	27/05/2020	RAVI CHANGE,TEST CHANGE	BUILDING PLAN APPROVAL	PENDING WITH VERIFYING OFFICER (20/07/2020)	
5	ALW/2020-21/BPAS/11	24/06/2020	ASHOK MEENA	BUILDING PLAN APPROVAL	PENDING WITH TOWN PLANNER (19/10/2020)	
6	ALW/2020-21/BPAS/12	07/07/2020	TEST1 CHANGED	BUILDING PLAN APPROVAL	PENDING WITH ATP (POST-INSEPCION) (20/10/2020)	
7	ALW/2020-21/BPAS/16	20/07/2020	MANOJ KUMAR JAIN	BUILDING PLAN APPROVAL	PENDING FOR INSPECTION (12/10/2020)	
8	ALW/2020-21/BPAS/17	20/07/2020	MANOJ KUMAR JAIN	BUILDING PLAN APPROVAL	PENDING WITH TOWN PLANNER (02/10/2020)	
9	ALW/2020-21/BPAS/18	20/07/2020	MANOJ KUMAR JAIN	BUILDING PLAN APPROVAL	PENDING WITH TOWN PLANNER (02/10/2020)	
10	ALW/2020-21/BPAS/20	15/09/2020	RAVI KUMAR TIWARI	BUILDING PLAN APPROVAL	PENDING WITH VERIFYING OFFICER (15/09/2020)	

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7. Similarly, JEN and ATP login to the system to view the e-Intimation forwarded to them by MS-BPAC/ Zone DC as highlighted in the figure below.

Building Plan Approval System (UDH)  
Government of Rajasthan

Help Back to SSO Sign Out TEST3

DASHBOARD UIT ALWAR (JEN)

STATUS ☐ APPROVED ☐ REJECTED ☐ PENDING (Applicant) ☐ PENDING (Dept.) ☒ PENDING WITH ME

Please Search here... Q X Show 10 entries

S.No.	Applicant ID आवेदक आईडी	Submission Date आवेदन दिनांक	Applicant Name आवेदक का नाम	Application Type आवेदन का प्रकार	Status स्थिति	Action
1	ALW/2019-20/BPAS/1	21/10/2019	TEST RAMESH	e-INTIMATION OF OCCUPANCY CERTIFICATE	PENDING WITH JEN (29/10/2020)	
2	ALW/2020-21/BPAS/16	20/07/2020	MANOJ KUMAR JAIN	BUILDING PLAN APPROVAL	PENDING FOR INSPECTION (12/10/2020)	

Showing - 1 to 2 of 2 rows

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8. JEN/ ATP scrolls to the end of the application as highlighted in the figure below to review the e-Intimation and supporting documents and then perform the site-inspection to validate the construction as per approved building plan. Once the inspection is completed, JEN login to the system and clicks the “SUBMIT REPORT” button as highlighted in the button below to submit his/ her inspection report online.

**Building Plan Approval System (UDH)**  
Government of Rajasthan

APPLICATION FOR BUILDING PLAN APPROVAL/ भवन योजना स्वीकृति के लिए आवेदन

**e-Intimation for Completion Certificate**

Amount (₹) \*  
3700.00

Document ID	Document Description	Action
A15	Uploaded Building drawing after completion *	<a href="#">View</a>
A16	Uploaded Fire NOC *	<a href="#">View</a>
A17	Uploaded Environment NOC *	<a href="#">View</a>
A18	Scrutiny Report	<a href="#">View</a>
A19	Building Plan/ Map Report	<a href="#">View</a>
A20	Inspection Report	<a href="#">View</a>

**e-Intimation for Occupancy Certificate**

Is Light connection supply is completed \*  
☒ Yes ☐ No

Is Water Connection and Supply is completed \*  
☒ Yes ☐ No

Is Sewer and Drainage System is completed \*  
☒ Yes ☐ No

Is Lift Supply is completed \*  
☒ Yes ☐ No

Is Building is fit for occupancy \*  
☒ Yes ☐ No

Is All Basic services completed \*  
☒ Yes ☐ No

[Submit Report](#) [Close](#)

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9. JEN is presented with online inspection report form as highlighted in the figure below.

**Building Plan Approval System (UDH)**  
Government of Rajasthan

APPLICATION FOR BUILDING PLAN APPROVAL/ भवन योजना स्वीकृति के लिए आवेदन

**INSPECTION REPORT**

Inspection Date \*  
29/10/2020

Provision of Electricity \*  
All selected (4) \*

Provision of Potable Water Supply \*  
All selected (4) \*

Sewerage and Drainage System \*  
All selected (2) \*

Solid waste collection and disposal? \*  
☒ YES ☐ NO

Greenery/ Plantation? \*  
☒ YES ☐ NO

Rain water harvesting system? \*  
☒ YES ☐ NO

Fire Fighting system? \*  
☒ YES ☐ NO

Roof top solar panel /Solar water heater? \*  
☐ YES ☒ NO

Pavement of footpath and internal road? \*  
☐ YES ☒ NO

Lift/ Escalator installation and operational? \*  
☒ YES ☐ NO

Any other observation (Max. Character- 250) \*  
ALL OK.

[Submit](#) [Close](#)

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10. JEN fills the inspection form and uploads the required documents collected from applicant during site-inspection and then clicks the SUBMIT button as highlighted in the figure above. JEN is presented with a confirmation message as highlighted in the figure below.

Building Plan Approval System (UDH)  
Government of Rajasthan

APPLICATION FOR BUILDING PLAN APPROVAL/ भवन योजना स्वीकृति के लिए आवेदन

1. Applicant/ Firm Details/ आवेदक का विवरण

Audit Trail

Application ID/ आवेदक आईडी	ALW/2019-20/BPAS/1	Application Date/Time / आवेदन तिथि/समय	21/10/2019
Current Status/ वर्तमान स्थिति	PENDING WITH JEN-UDH UIT ALWAR	Applicant Category/ आवेदक श्रेणी	INDIVIDUAL
Name (नाम)	TEST RAMESH	Father's/ Husband Name (नाम)	TEST NAME CHANGED
Mobile No. (मोबाइल)	8285065262	E-Mail Address (ईमेल पता)	3D.GIS@RAJASTHAN.GOV.IN
Address (पता)	TEST ADDRESS		
State (राज्य)	RAJASTHAN	District (जिला)	JAIPUR
City (शहर)	JAIPUR	Ward (वार्ड)	WARD NO- 1
PIN Code (पिन कोड)	302005		

2. Proposal and Site Details (As per Lease Deed)

UIT

Application Type/ आवेदन के प्रकार

Is your proposal under 250 sqm of area, G+1 structure excluding basement, height upto 8 meters?

Property ID/ संपत्ति आईडी

Proposal for Green Building/ प्रस्ताव ग्रीन बिल्डिंग का शिकायत

Category/ श्रेणी

District/ जिला

Revenue Village/ राजस्व ग्राम

Plot No./ भूखण्ड संख्या

Area of site as per Lease Deed/ लीज डीड के अनुसार साइट का क्षेत्रफल (Sq. Mts.)

Corner Plot (कोर्नर प्लॉट)

Information/ सूचना

e-Intimation for Occupancy Certificate against your building plan proposal no. ALW/2019-20/BPAS/1 has been forwarded to ATP and notification has been sent to registered Mobile No. and Email ID.

Close

RESIDENTIAL

NO

LOW RISK BUILDING

NO

Purpose of Land use (As per Lease Deed)/ भूमि उपयोग का प्रयोजन

Tehsil/ तहसील

Khasra No./ खसरा नम्बर

Scheme Name/योजना का नाम

Application and Scrutiny Fees/ आवेदन शुल्क

Front road width as per site plan (in meters)/ साइट योजना के मुताबिक फ्रंट सड़क की चौड़ाई (मीटर में)

RESIDENTIAL

KISHANGARH BAAS

NAME CHANGED

SCHEME NAME CHANGED

Rs.5900

15

3. Parameter as per site plan (साइट की योजना के अनुसार पैरामीटर)

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11. Application status is now updated as "PENDING WITH ATP" as highlighted in the figure below and applicant is also notified of this event through SMS/ Email.

Building Plan Approval System (UDH)  
Government of Rajasthan

DASHBOARD UIT ALWAR (JEN)

STATUS ☐ APPROVED ☐ REJECTED ☐ PENDING (Applicant) ☒ PENDING (Dept.) ☐ PENDING WITH ME

Please Search here...

Show 10 entries

S.No.	Applicant ID आवेदक आईडी	Submission Date आवेदन दिनांक	Applicant Name आवेदक का नाम	Application Type आवेदन का प्रकार	Status स्थिति	Action
1	BIK/2020-21/BPAS/1	04/04/2020	HINA JAIN	BUILDING PLAN APPROVAL	PENDING WITH ATP (POST-INSPECTION) (21/05/2020)	
2	ALW/2019-20/BPAS/1	21/10/2019	TEST RAMESH	e-INTIMATION OF OCCUPANCY CERTIFICATE	PENDING WITH ATP (29/10/2020)	
3	ALW/2020-21/BPAS/16	20/07/2020	MANOJ KUMAR JAIN	BUILDING PLAN APPROVAL	PENDING FOR INSPECTION (12/10/2020)	

Showing - 1 to 3 of 3 rows

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12. ATP login to the system to access the application as highlighted in the figure below.

Building Plan Approval System (UDH)  
Government of Rajasthan

DASHBOARD UIT ALWAR (ATP)

STATUS ☐ APPROVED ☐ REJECTED ☐ PENDING (Applicant) ☐ PENDING (Dept.) ☒ PENDING WITH ME

Please Search here...

Show 10 entries

S.No.	Applicant ID आवेदक आईडी	Submission Date आवेदन दिनांक	Applicant Name आवेदक का नाम	Application Type आवेदन का प्रकार	Status स्थिति	Action
1	ALW/2019-20/BPAS/1	21/10/2019	TEST RAMESH	e-INTIMATION OF OCCUPANCY CERTIFICATE	PENDING WITH ATP (29/10/2020)	
2	ALW/2019-20/BPAS/3	20/11/2019	AA	e-INTIMATION OF PLINTH LEVEL CONSTRUCTION COMPLETION	PENDING WITH SECRETARY (POST-VERIFICATION BY JEN) (22/10/2020)	
3	ALW/2020-21/BPAS/12	07/07/2020	TEST1 CHANGED	BUILDING PLAN APPROVAL	PENDING WITH ATP (POST-INSEPTION) (20/10/2020)	

Showing - 1 to 3 of 3 rows

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13. ATP review the application and supporting documents thoroughly along with JEN's inspection report as shown in the figure below and then enters his/ her REMARKS and then click on the "FORWARD TO BPAC" button as highlighted in the figure below.

Building Plan Approval System (UDH)  
Government of Rajasthan

APPLICATION FOR BUILDING PLAN APPROVAL/ भवन योजना स्वीकृति के लिए आवेदन

S.No.	Document Name	Action
A16	Uploaded Fire NOC *	View
A17	Uploaded Environment NOC *	View
A18	Scrutiny Report	View
A19	Building Plan/ Map Report	View
A20	Inspection Report	

e-Intimation for Occupancy Certificate

Is Light connection supply is completed \* ☒ Yes ☐ No

Is Water Connection and Supply is completed \* ☒ Yes ☐ No

Is Sewer and Drainage System is completed \* ☒ Yes ☐ No

Is Lift Supply is completed \* ☒ Yes ☐ No

Is Building is fit for occupancy \* ☒ Yes ☐ No

Is All Basic services completed \* ☒ Yes ☐ No

A24 Inspection Report

Remarks \*  
ALL OK.  
Remaining Characters: 243/250

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14. ATP is presented with a confirmation message as highlighted in the figure below.

The screenshot shows the 'APPLICATION FOR BUILDING PLAN APPROVAL/ भवन योजना स्वीकृति के लिए आवेदन' form. A red box highlights an 'Alert' dialog box that appears when the 'Yes' button is clicked. The alert message is: 'Are you sure? You want to submit.' with 'Yes' and 'No' buttons. The background form includes sections for 'e-Intimation for Occupancy Certificate' and 'Remarks'.

Sl. No.	Document Name	Action
A16	Uploaded Fire NOC *	View
A17	Uploaded Environment NOC *	View
A18	Scrutiny Report	View
A19	Building Plan/ Map Report	View
A20	Inspection Report	View

**e-Intimation for Occupancy Certificate**

Is Light connection supply is completed \*  
☒ Yes ☐ No

Is Lift Supply is completed \*  
☒ Yes ☐ No

Is Drainage System is completed \*  
☒ Yes ☐ No

Is Electric services completed \*  
☒ Yes ☐ No

A24 Inspection Report

Remarks \*  
ALL OK.  
Remaining Characters: 243/250

Forward to BPAC Close

Site designed, developed & hosted by Department of Information Technology & Communication, Govt. of Rajasthan.

15. Upon clicking the YES button as highlighted above, ATP is presented with another confirmation message as shown below.

The screenshot shows the 'APPLICATION FOR BUILDING PLAN APPROVAL/ भवन योजना स्वीकृति के लिए आवेदन' form. A red box highlights an 'Information/ सूचना' dialog box that appears when the 'Yes' button is clicked. The information message is: 'e-Intimation for Occupancy Certificate against your building plan proposal no. ALW/2019-20/BPAS/1 has been forwarded to Secretary and notification has been sent to registered Mobile No. and Email ID.' with a 'Close' button. The background form displays applicant details and proposal information.

**1. Applicant/ Firm Details/ आवेदक का विवरण**

Field	Value	Field	Value
Application ID/ आवेदक आईडी	ALW/2019-20/BPAS/1	Application Date/Time / आवेदन तिथि/समय	21/10/2019
Current Status/ वर्तमान स्थिति	PENDING WITH ATP-UDH UIT ALWAR	Applicant Category/ आवेदक श्रेणी	INDIVIDUAL
Name (नाम)	TEST RAMESH	Father's/ Husband Name (नाम)	TEST NAME CHANGED
Mobile No. (मोबाइल)	8285065262	E-Mail Address (ईमेल पता)	3D.GIS@RAJASTHAN.GOV.IN
Address (पता)	TEST ADDRESS		
State (राज्य)	RAJASTHAN	District (जिला)	JAIPUR
City (शहर)	JAIPUR	Ward (वार्ड)	WARD NO- 1
PIN Code (पिन कोड)	302005		

**2. Proposal and Site Details (As per Lease Deed)**

Field	Value	Field	Value
UIT		RESIDENTIAL	NO
Application Type/ आवेदन के प्रकार		LOW RISK BUILDING	NO
Is your proposal under 250 sqm of area, G+1 structure excluding basement, height upto 8 meters?			
Property ID/ संपत्ति आईडी			
Proposal for Green Building/ प्रस्ताव ग्रीन बिल्डिंग का शिकायत			
Category/ श्रेणी	INDEPENDENT HOUSE	Purpose of Land use (As per Lease Deed)/ भूमि उपयोग का प्रयोजन	RESIDENTIAL
District/ जिला	ALWAR	Tehsil/ तहसील	KISHANGARH BAAS
Revenue Village/ राजस्व ग्राम		Khasra No./ खसरा नम्बर	NAME CHANGED
Plot No./ भूखण्ड संख्या	NAME CHANGED	Scheme Name/योजना का नाम	SCHEME NAME CHANGED
Area of site as per Lease Deed/ लीज डीड के अनुसार साइट का क्षेत्रफल (Sq. Mts.)	240	Application and Scrutiny Fees/ आवेदन शुल्क	Rs.5900
Corner Plot (कॉर्नर प्लॉट)	NO	Front road width as per site plan (In meters)/ साइट योजना के मुताबिक फ्रंट सड़क की चौड़ाई (मीटर में)	15

**3. Parameter as per site plan (साइट की योजना के अनुसार पैरामीटर)**

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16. Application status is now updated as “PENDING WITH BPAC (POST VERIFICATION BY JEN + ATP)” as highlighted in the figure below and applicant is also notified of this event through SMS/ Email.

Building Plan Approval System (UDH)  
Government of Rajasthan

Help Back to SSO Sign Out TEST3

DASHBOARD UIT ALWAR (ATP)

STATUS ☐ APPROVED ☐ REJECTED ☐ PENDING (Applicant) ☒ PENDING (Dept.) ☐ PENDING WITH ME

Please Search here... Q X

Show 10 entries

S.No.	Applicant ID आवेदक आईडी	Submission Date आवेदन दिनांक	Applicant Name आवेदक का नाम	Application Type आवेदन का प्रकार	Status स्थिति	Action
1	ALW/2019-20/BPAS/1	21/10/2019	TEST RAMESH	e-INTIMATION OF OCCUPANCY CERTIFICATE	PENDING WITH BPAC (POST VERIFICATION BY JEN + ATP) (29/10/2020)	
2	ALW/2019-20/BPAS/7	03/01/2020	LAXMAN KUMAR GUPTA	BUILDING PLAN APPROVAL	PENDING WITH VERIFYING OFFICER (26/05/2020)	
3	ALW/2020-21/BPAS/8	27/05/2020	RAVI CHANGE,TEST CHANGE	BUILDING PLAN APPROVAL	PENDING WITH VERIFYING OFFICER (20/07/2020)	
4	ALW/2020-21/BPAS/11	24/06/2020	ASHOK MEENA	BUILDING PLAN APPROVAL	PENDING WITH TOWN PLANNER (19/10/2020)	
5	ALW/2020-21/BPAS/12	07/07/2020	TEST1 CHANGED	BUILDING PLAN APPROVAL	PENDING WITH ATP (POST-INSEPCION) (20/10/2020)	
6	ALW/2020-21/BPAS/16	20/07/2020	MANOJ KUMAR JAIN	BUILDING PLAN APPROVAL	PENDING FOR INSPECTION (12/10/2020)	
7	ALW/2020-21/BPAS/17	20/07/2020	MANOJ KUMAR JAIN	BUILDING PLAN APPROVAL	PENDING WITH TOWN PLANNER (02/10/2020)	
8	ALW/2020-21/BPAS/18	20/07/2020	MANOJ KUMAR JAIN	BUILDING PLAN APPROVAL	PENDING WITH TOWN PLANNER (02/10/2020)	
9	ALW/2020-21/BPAS/20	15/09/2020	RAVI KUMAR TIWARI	BUILDING PLAN APPROVAL	PENDING WITH VERIFYING OFFICER (15/09/2020)	
10	ALW/2020-21/BPAS/22	12/10/2020	TEST USER 3	BUILDING PLAN APPROVAL	PENDING WITH VERIFYING OFFICER (12/10/2020)	

Showing - 1 to 10 of 11 rows

First Previous 1 2 Next Last

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17. BPAC meeting is conducted OFFLINE and decision is uploaded on the portal by Member Secretary, BPAC (MS-BPAC). MS-BPAC login to the system to access the application as highlighted in the figure below.

Building Plan Approval System (UDH)  
Government of Rajasthan

Help Back to SSO Sign Out TEST3

DASHBOARD UIT ALWAR (BPAC)

STATUS ☐ APPROVED ☐ REJECTED ☐ PENDING (Applicant) ☐ PENDING (Dept.) ☒ PENDING WITH ME

Please Search here... Q X

Show 10 entries

S.No.	Applicant ID आवेदक आईडी	Submission Date आवेदन दिनांक	Applicant Name आवेदक का नाम	Application Type आवेदन का प्रकार	Status स्थिति	Action
1	ALW/2019-20/BPAS/1	21/10/2019	TEST RAMESH	e-INTIMATION OF OCCUPANCY CERTIFICATE	PENDING WITH BPAC (POST VERIFICATION BY JEN + ATP) (29/10/2020)	

Showing - 1 to 1 of 1 rows

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## UDH/LSG DEPARTMENT eSERVICES

18. MS-BPAC enters the BPAC meeting date, uploaded the decision (MOM) along with additional T&C (optional) and if all OK, clicks “ISSUE CERTIFICATE” button as highlighted in the figure below to issue the digitally signed (eSign) approval certificate i.e. OCCUPANCY CERTIFICATE.

Building Plan Approval System (UDH)  
Government of Rajasthan

APPLICATION FOR BUILDING PLAN APPROVAL/ भवन योजना स्वीकृति के लिए आवेदन

Sl. No.	Document Name	Action
A16	Uploaded Fire NOC *	View
A17	Uploaded Environment NOC *	View
A18	Scrutiny Report	View
A19	Building Plan/ Map Report	View
A20	Inspection Report	View

e-Intimation for Occupancy Certificate

Is Light connection supply is completed \*  
☒ Yes ☐ No

Is Water Connection and Supply is completed \*  
☒ Yes ☐ No

Is Sewer and Drainage System is completed \*  
☒ Yes ☐ No

Is Lift Supply is completed \*  
☒ Yes ☐ No

Is Building is fit for occupancy \*  
☒ Yes ☐ No

Is All Basic services completed \*  
☒ Yes ☐ No

A24 Inspection Report

BPC Meeting Date \*

Upload Building Plan Approval Committee (BPC) Meeting Report (File Type: PDF, JPEG) \*

Choose File No file chosen

Term's & Condition's

Remaining Characters: 250/250

Object Issue Certificate Close

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19. MS-BPAC clicks the “ISSUE CERTIFICATE” button as highlighted in the figure above and is re-directed to the AADHAAR verification window as shown below.

Building Plan Approval System (UDH)  
Government of Rajasthan

APPLICATION FOR BUILDING PLAN APPROVAL/ भवन योजना स्वीकृति के लिए आवेदन

1. Applicant/ Firm Details/ आवेदक का विवरण

Application ID/ आवेदक आईडी ALW/2019-20/BPAS/1 Application Date/Time / आवेदन तिथि/ समय 21/10/2019

Current Status/ वर्तमान स्थिति PE

Name (नाम) TE INDIVIDUAL

Mobile No. (मोबाइल) 82 TEST NAME CHANGED

Address (पता) TE 3D.GIS@RAJASTHAN.GOV.IN

State (राज्य) RA JAIPUR

City (शहर) JA WARD NO- 1

PIN Code (पिन कोड) 30

2. Proposal and Site Details (As per Lease Deed)

UIT

Application Type/ आवेदन के प्रकार BU RESIDENTIAL

Is your proposal under 250 sqm of area, G+1 structure excluding basement, height upto 8 meters? YES NO

Property ID/ संपत्ति आईडी TE LOW RISK BUILDING

Proposal for Green Building/ प्रस्ताव ग्रीन NE NO

Category/ श्रेणी IN RESIDENTIAL

District/ जिला ALWAR Tehsil/ तहसील KISHANGARH BAAS

Revenue Village/ राजस्व ग्राम NAME CHANGED Khasra No./ खसरा नम्बर NAME CHANGED

Plot No./ भूखण्ड संख्या NAME CHANGED Scheme Name/योजना का नाम SCHEME NAME CHANGED

Area of site as per Lease Deed/ लीज डीड के अनुसार साइट का क्षेत्रफल (Sq. Mts.) 240 Application and Scrutiny Fees/ आवेदन शुल्क Rs.5900

Corner Plot (कॉर्नर प्लॉट) NO Front road width as per site plan (In meters)/ साइट योजना के मुताबिक फ्रंट रोड चौड़ाई (मीटर) 15

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20. MS-BPAC selects the first checkbox to give his/ her consent for AADHAAR VERIFICATION and then clicks the “SEND OTP” button as highlighted in the figure above to receive the OTP on his mobile number registered with AADHAAR. MS-BPAC enters the received OTP and then clicks the “VERIFY OTP” button as shown below.

Building Plan Approval System (UDH)  
Government of Rajasthan

APPLICATION FOR BUILDING PLAN APPROVAL/ भवन योजना स्वीकृति के लिए आवेदन

1. Applicant/ Firm Details/ आवेदक का विवरण

Field	Value
Application ID/ आवेदक आईडी	ALW/2019-20/BPAS/1
Application Date/Time / आवेदन तिथि/समय	21/10/2019
Current Status/ वर्तमान स्थिति	PENDING WITH BPAC (POST VERIFICATION BY JEN + ATPLUDH UIT ALWAR)
Name (नाम)	TEST NAME CHANGED
Mobile No. (मोबाइल)	82850653
Address (पता)	3D.GIS@RAJASTHAN.GOV.IN
State (राज्य)	RAJASTHAN
City (शहर)	JAIPUR
PIN Code (पिन कोड)	302001

2. Proposal and Site Details (As per Lease Deed/ प्रस्ताव ग्रीन बिल्डिंग का शिकायत)

Field	Value
UIT	RESIDENTIAL
Application Type/ आवेदन के प्रकार	NO
Is your proposal under 250 sqm of area, G+1 structure excluding basement, height upto 8 meters?	NO
Property ID/ संपत्ति आईडी	RESIDENTIAL
Proposal for Green Building/ प्रस्ताव ग्रीन बिल्डिंग का शिकायत	NO
Category/ श्रेणी	RESIDENTIAL
District/ जिला	KISHANGARH BAAS
Revenue Village/ राजस्व ग्राम	NAME CHANGED
Plot No./ भूखण्ड संख्या	SCHEME NAME CHANGED
Area of site as per Lease Deed/ लीज डीड के अनुसार साइट का क्षेत्रफल (Sq. Mts.)	RS.5900
Corner Plot (कॉर्नर प्लॉट)	15

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21. After successful AADHAAR VERIFICATION, MS-BPAC is presented with a confirmation window as highlighted in the figure below indicating the issuance of the digitally signed (eSign) OCCUPANCY CERTIFICATE. Applicant is also notified of this event through SMS/ Email and is also sent the eSign Occupancy Certificate.

Building Plan Approval System (UDH)  
Government of Rajasthan

APPLICATION FOR BUILDING PLAN APPROVAL/ भवन योजना स्वीकृति के लिए आवेदन

1. Applicant/ Firm Details/ आवेदक का विवरण

Field	Value
Application ID/ आवेदक आईडी	ALW/2019-20/BPAS/1
Application Date/Time / आवेदन तिथि/समय	21/10/2019
Current Status/ वर्तमान स्थिति	PENDING WITH BPAC (POST VERIFICATION BY JEN + ATPLUDH UIT ALWAR)
Name (नाम)	TEST NAME CHANGED
Mobile No. (मोबाइल)	82850653
Address (पता)	3D.GIS@RAJASTHAN.GOV.IN
State (राज्य)	RAJASTHAN
City (शहर)	JAIPUR
PIN Code (पिन कोड)	302001

2. Proposal and Site Details (As per Lease Deed/ प्रस्ताव ग्रीन बिल्डिंग का शिकायत)

Field	Value
UIT	RESIDENTIAL
Application Type/ आवेदन के प्रकार	NO
Is your proposal under 250 sqm of area, G+1 structure excluding basement, height upto 8 meters?	NO
Property ID/ संपत्ति आईडी	RESIDENTIAL
Proposal for Green Building/ प्रस्ताव ग्रीन बिल्डिंग का शिकायत	NO
Category/ श्रेणी	RESIDENTIAL
District/ जिला	KISHANGARH BAAS
Revenue Village/ राजस्व ग्राम	NAME CHANGED
Plot No./ भूखण्ड संख्या	SCHEME NAME CHANGED
Area of site as per Lease Deed/ लीज डीड के अनुसार साइट का क्षेत्रफल (Sq. Mts.)	RS.5900
Corner Plot (कॉर्नर प्लॉट)	15

3. Parameter as per site plan (साइट की योजना के अनुसार पैरामीटर)

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22. Application status is now updated as "CERTIFICATE ISSUED" as highlighted in the figure below.

Building Plan Approval System (UDH)  
Government of Rajasthan

DASHBOARD UIT ALWAR (BPAC)

STATUS ☒ APPROVED ☐ REJECTED ☐ PENDING (Applicant) ☐ PENDING (Dept.) ☐ PENDING WITH ME

Please Search here...

Show 10 entries

S.No.	Applicant ID आवेदक आईडी	Submission Date आवेदन दिनांक	Applicant Name आवेदक का नाम	Application Type आवेदन का प्रकार	Status स्थिति	Action
1	ALW/2019-20/BPAS/1	21/10/2019	TEST RAMESH	e-INTIMATION OF OCCUPANCY CERTIFICATE	CERTIFICATE ISSUED (29/10/2020)	
2	ALW/2019-20/BPAS/2	21/10/2019	RAVI TIWARI,DVDVDFV	BUILDING PLAN APPROVAL	CERTIFICATE ISSUED (21/10/2020)	
3	ALW/2019-20/BPAS/5	16/12/2019	VIJAY KUMAR AGARWAL	BUILDING PLAN APPROVAL	CERTIFICATE ISSUED (27/05/2020)	

Showing - 1 to 3 of 3 rows

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23. Any stakeholder/ Applicant can now login to the system to view the OCCUPANCY CERTIFICATE as highlighted in the figure below.

Building Plan Approval System (UDH)  
Government of Rajasthan

APPLICATION FOR BUILDING PLAN APPROVAL/ भवन योजना स्वीकृति के लिए आवेदन

A17	Uploaded Environment NOC *	
A18	Scrutiny Report	
A19	Building Plan/ Map Report	
A20	Inspection Report	
A21	BPAC Meeting Report	
A22	Completion Certificate	

**e-Intimation for Occupancy Certificate**

Is Light connection supply is completed \*  
☒ Yes ☐ No

Is Water Connection and Supply is completed \*  
☒ Yes ☐ No

Is Sever and Drainage System is completed \*  
☒ Yes ☐ No

Is Lift Supply is completed \*  
☒ Yes ☐ No

Is Building is fit for occupancy \*  
☒ Yes ☐ No

Is All Basic services completed \*  
☒ Yes ☐ No

A24	Inspection Report	
A25	BPC Meeting	
A26	Occupancy Certificate	

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24. Digitally signed (eSign) OCCUPANCY CERTIFICATE.

**GOVERNMENT OF RAJASTHAN**  
**UIT ALWAR**



Application No.: ALW/2019-20/BPAS/1

Date: 29/10/2020

**Occupancy certificate**

It is certified that e-Intimation for Occupancy certificate dated **29/10/2020** by the applicant(s) mentioned below against the building under scheme name **SCHEME NAME CHANGED** situated at **Plot No. NAME CHANGED**, **khasra No. NAME CHANGED**, **District ALWAR** having proposed nature of use as **RESIDENTIAL**, duly inspected on **29/10/2020** and subsequently, as per decision taken in Building Plan Approval Committee (BPC) meeting dated **29/10/2020 12:00:00 AM**, is found to be IN COMPLIANCE with approved building plan of the project.

1. Mr./ Mrs. **TEST RAMESH** Son/ Daughter/ Spouse **TEST NAME CHANGED** resident of **TEST ADDRESS**

This occupancy certificate is being issued with following conditions: -

1. All essential services and facilities shall be maintained in working condition by the developer.



**Signature valid**

Digitally Signed by **UTTAM KUMAR SAHU**  
Designation : **TEST**  
Date: 2020.10.29 11:53:49 IST  
Reason: Approved  
Location: RANCHI

Disclaimer:- It is a digitally signed certificate and does not require a physical signature.

THANK YOU